



## DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND  
2531 JEFFERSON DAVIS HWY  
ARLINGTON VA 22242-5160

IN REPLY REFER TO

NAVSEAINST 1040.1B

Ser 09M/081

9 JUL 95

### NAVSEA INSTRUCTION 1040.1B

From: Commander, Naval Sea Systems Command

Subj: NAVAL SEA SYSTEMS COMMAND MILITARY RETENTION PROGRAM

Ref: (a) Retention Team Manual (NAVPERS 15878)  
(b) Career Information Program Management Manual  
(NAVEDTRA 10238)  
(c) OPNAVINST 1040.6A  
(d) OPNAVINST 1160.5C  
(e) OPNAVINST 1740.3  
(f) OPNAVINST 5351.1  
(g) OPNAVINST 1900.1D  
(h) OPNAVINST 1040.8D

Encl: (1) NAVSEA Annual Golden Anchor Award Program  
(2) Command Retention/Personnel Programs Assessment  
Guide  
(3) Professional Development Board

1. Purpose. To provide policy and administrative guidance for retention program management within Naval Sea Systems Command. This instruction should be read in its entirety.

2. Cancellation. NAVSEAINST 1040.1A of 21 November 1994.

3. Discussion. Retention is the by-product of all that we do that directly or indirectly impacts on personnel. Sustaining a strong, dynamic Navy requires the retention of qualified officer and enlisted personnel in sufficient numbers to meet manpower requirements. A command retention program executed under the Career Information Program Management (CIPM) concept will provide for total quality personnel management. CIPM will assist in establishing a command climate conducive to retention by providing a means to monitor the effectiveness of, and evaluate the need for changes to, all personnel related programs. Active involvement of the chain of command from the top down is the key element to successful career information program management.

#### 4. Responsibilities

##### a. The Commander, Naval Sea Systems Command

(1) Maintain a staff liaison for guidance concerning retention programs within NAVSEA, with particular emphasis on CIPM methods.

(2) Include retention programs during periodic command inspections.



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(3) Establish procedures to carry out the NAVSEASYSCOM Annual Golden Anchor Award in accordance with enclosure (1).

b. Command Career Counselor, NAVSEA Headquarters

(1) Monitor NAVSEA activities retention trends using data provided by the Enlisted Personnel Retention System (EPERS).

(2) Assess impact on retention of personnel policies and proposed changes.

(3) Analyze problem areas and formulate recommendations for corrective action(s).

(4) Evaluate, using enclosure (2), subordinate command retention/personnel programs during command inspections.

(5) Provide staff liaison and guidance concerning NAVSEA retention programs with particular emphasis on CIPM methods.

(6) Provide/coordinate liaison with CINCLANTFLT/CINCPACFLT and BUPERS retention offices on policy and planning for leadership and retention matters.

(7) Manage and maintain the retention excellence (Golden Anchor) award program, enclosure (1).

(8) Monitor career counselor training and recommend changes when appropriate.

(9) Monitor and provide recommendations concerning Transition Assistance Management Program (TAMP) and Transition Assistance Program (TAP) workshops.

(10) Act as central point of contact for NAVSEA activities to help and train in all retention related issues.

(11) Assist NAVSEA activity career counselors in coordination and conducting Career Information Training Course (CITC) classes for their command. Monitor CITC classes for quality of instruction and to ensure up-to-date information is being provided.

c. Commanders, Commanding Officers and Officers-in-Charge

(1) Support and conduct a retention program in accordance with references (a) through (c) utilizing CIPM methods.

(2) Conduct a retention meeting at least quarterly with Executive Officer, Department Heads, Command Master Chief, and Command Career Counselor and ensure a command retention team meeting is conducted monthly.

(3) Use the Command Career Counselor as the primary source of retention expertise and to organize, manage and train the retention team and supervisors. Although administratively assigned elsewhere, the Command Career Counselor shall work directly for and be evaluated by the Commanding Officer/Executive Officer in the performance of assigned duties as career counselor.

(4) Ensure all personnel below department head level (04 - E6) attend CITC or a higher course of instruction within six months of reporting aboard. Minimum acceptable level of CITC training is 70 percent of all personnel 04-E6 and 100 percent of all designated department/division career counselors.

(5) Promote upward mobility programs for all personnel, pursue retention of best qualified personnel and encourage conversion from overmanned to undermanned ratings in accordance with reference (d).

(6) Maintain an effective Personnel Entry System according to the guidelines set forth in references (e) and (f).

(7) Maintain an enlisted Professional Development Board in accordance with guidelines set forth in enclosure (3).

(8) Ensure adherence to requirements set forth in reference (g) for formal pre-separation counseling.

(9) Ensure all officer and enlisted personnel complete the retention/separation questionnaire, as required by reference (h).

(10) Utilizing enclosure (2), self-evaluate the effectiveness of command retention/personnel programs at least annually and prior to submitting a Golden Anchor package to NAVSEASYSKOM.

(11) Maintain liaison with Command Career Counselor, Naval Sea Systems Command to ensure that matters regarding retention/personnel are expeditiously processed.

d. Base/Activity Command Career Counselor

(1) Represent the Commanding Officer as Career Information Program Manager and conduct a retention program in compliance with this instruction and the guidelines set forth in references (a) through (c).

(2) Provide the Commanding Officer with a monthly written report of retention related activities.

(3) Maintain a reference library or locator list of those publications/materials listed in Appendix D of reference (a).

(4) With the assistance of the NAVSEA Command Career Counselor and Immediate Superior in Command (ISIC) Career Counselors, conduct CITC classes that will maintain minimum training levels established by this instruction.

(5) Coordinate with Fleet Career Information Team (CARIT) to ensure all eligible officer and enlisted personnel attend a formal pre-separation briefing within 120 days prior to separation, as required by reference (g).

(6) Ensure all officer and enlisted personnel complete the separation/retention questionnaires as required by reference (h).

(7) Ensure all personnel separating, transferring to fleet reserve or retiring receive proper counseling with regard to TAMP.

e. Command Master Chief

(1) Support command retention/personnel programs in accordance with references (a) through (c), emphasizing chain of command involvement under the CIPM concept.

(2) Assist the Command Career Counselor in the performance of his duties (e.g., scheduling of retention team meetings, gaining support of the Chief Petty Officer community, being a visible retention asset, etc.).


(3) Attend CITC training in accordance with this instruction.

(4) Chair or serve as member on boards dealing with personnel issues (e.g., evaluation review/ranking, Professional Development Board, Command Advancement Program, Warfare Specialty Qualification, Sailor of the month/quarter/ year, etc.).

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(5) Coordinate and assist in the instruction of the Petty Officer and Chief Petty Officer Indoctrination Course.

5. Coordination/Reviewing Authority. The NAVSEASYS COM point of contact is SEA 09M4, DSN 332-4825 or commercial (703) 602-4825. NAVSEA is the final reviewing authority for this instruction.

  
E. S. MCGINLEY, II  
Vice Commander

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**COMNAVSEA RETENTION EXCELLENCE AWARD (GOLDEN ANCHOR)**

1. Background. The NAVSEA Golden Anchor Award is awarded at the end of each fiscal year as a visible means of recognition to those commands that have excelled in establishing a command climate conducive to the retention of the highest quality personnel through the effective management of their retention/personnel programs.

2. Award Categories. The Golden Anchor is authorized in the following categories:

- 1 Large Unit Award
- 1 Small Unit Award
- \*1 Special Category

\* May be awarded to any unit regardless of size.

3. Action. The following procedures outline the nominating process:

a. Commanding Officers/Officers in Charge. Commands shall submit nomination package to Commander, Naval Sea Systems Command, Sea 09M, 2531 Jefferson Davis Highway, Arlington, VA 22242-5160. Nomination(s) shall be forwarded under a cover letter which includes a copy of a Command Retention/Personnel Program Assessment (enclosure (2) of NAVSEAINST 1040.1B) conducted during the competitive fiscal year. Assessment must be completed by E7 or above. Address the following areas in your nomination package (in the order given):

- (1) Retention Team Organization
- (2) Career Information Program Management
- (3) Sponsor/Indoctrination Program
- (4) Professional Development Board
- (5) Enlisted Advancement
- (6) Recognition
- (7) Officer Retention Program
- (8) Officer Accessions (enlisted to officer, commissioning/education programs)
- (9) Any Special Accomplishments

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b. Commander, Naval Sea Systems Command. Shall establish a board made up of officers and chief petty officers to evaluate each subordinate activity within the areas listed based on a points system (1-10) to be awarded for each category. Winners of the Golden Anchor will be announced by 10 January for the preceding fiscal year. NAVSEA will ensure appropriate ceremony and presentation of awards is made at the activity by a designated Flag Officer or designated representative.

4. Coordination. The NAVSEASYSCOM point of contact is SEA 09M4, DSN 332-4825 or commercial (703) 602-4825.

5. Submission dates. SEA 09M4 will establish submission dates annually by message.

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**COMMAND RETENTION/PERSONNEL PROGRAMS EVALUATION GUIDE**

COMMAND EVALUATED: \_\_\_\_\_ UIC: \_\_\_\_\_

COMMANDING OFFICER: \_\_\_\_\_

EXECUTIVE OFFICER: \_\_\_\_\_

COMMAND MASTER CHIEF: \_\_\_\_\_

COMMAND CAREER COUNSELOR: \_\_\_\_\_

EVALUATED BY: \_\_\_\_\_ COMMAND: \_\_\_\_\_

DATE OF CURRENT EVALUATION: \_\_\_\_\_

DATE OF LAST EVALUATION: \_\_\_\_\_

This evaluation guide focuses on the review of eight separate areas dealing with retention and personnel programs, controllable at the command level. It also provides for site interviews of a representative cross section of the command structure to validate information previously obtained in the conduct of the evaluation. At the end of each evaluation area is a summary sheet with specific performance objectives indicating a command's compliance with instructions, performance effectiveness, and/or report on the status of the command's retention and personnel programs.



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I. COMMAND RETENTION PROGRAM

1. Does the Command Retention Program function in accordance with existing directives?

2. Command Enlisted Basic Authorization is \_\_\_\_\_.

3. Number of Department and Division Career Counselors: \_\_\_\_\_/Number trained: (Career Information and Training Course is minimum training acceptable) \_\_\_\_\_.

4. How frequently are the Department/Division retention programs evaluated? \_\_\_\_\_.

5. The last self-evaluation of the command retention program was conducted on \_\_\_\_\_, using \_\_\_\_\_ as the method of evaluation. Written feed-back on the evaluation **was/was not** provided to the CO.

6. Required Retention Interviews are conducted by \_\_\_\_\_.

7. Group presentations **are/are not** used in the interview process.

8. Scheduled and previously conducted retention interviews (and their results) **can/cannot** be readily identified.

9. Retention related information is disseminated via POD Notes/Site TV/Radio/Family Grams/GMT lectures.

10. All personnel recommended for reenlistment but electing to separate are interviewed by CO/XO/Department Head/Division Officer/LCPO/LPO/Command Counselor.

11. Efforts **are/are not** made to provide the families of both married and single Sailors career information and counseling.

12. Submission of the Officer/Enlisted Retention and Separation Questionnaires is the responsibility of \_\_\_\_\_. The questionnaires **are/are not** used for command purposes.

13. Enlisted Duty Preference forms are on file for \_\_\_\_\_% of the enlisted personnel.

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14. \_\_\_\_\_ Career Information and Training Courses were conducted on board during the last twelve months.

15. The Command OMBUDSMAN **is/is not** a graduate of the OMBUDSMAN Academy.

16. List means of command support/involvement with regard to family programs. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

17. All personnel in receipt of Fleet Reserve, Retirement, or separation orders **do/do not** attend a pre-retirement or pre-separation seminar.

18. There **is/is not** a command policy providing guidance for conduct of periodic enlisted performance counseling.

19. Recognition (past 12 months):

<u>Award</u>	<u>01 and above</u>	<u>E7-E9</u>	<u>E5-E6</u>	<u>E1-E4</u>
MSM	_____	_____	_____	_____
NCM	_____	_____	_____	_____
C. O. NAM	_____	_____	_____	_____
OTHER NAM	_____	_____	_____	_____
FLAG LOC	_____	_____	_____	_____
C. O. LOA	_____	_____	_____	_____
MERITORIOUS CAPTAIN'S MAST	_____	_____	_____	_____

Other forms of recognition used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

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COMMAND RETENTION PROGRAM SUMMARY SHEET

Command Career Counselor **does/does not** meet monthly with the Department and/or Division Career Counselors.

CO and/or XO **does/does not** meet at least quarterly with Department Heads, Command Master Chief and Command Career Counselor to discuss retention related issues.

A minimum of 70% of personnel below department head level 04 - E7 **have/have not** and E6 - E5 **have/have not** attended the Career Information and Training Course (CITC) since reporting aboard.

Command Retention Program **does/does not** use CIPM method as its basis.

Comments: \_\_\_\_\_

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II. COMMAND CAREER COUNSELOR

1. The CCC **has/has not** received adequate training to carry out his/her responsibilities.
2. The CCC **does/does not** have access to private counseling space.
3. The CCC **does/does not** receive a complete copy of the EDVR.
4. The CCC **does/does not** have a regular itinerary to visit department/divisions.
5. The CCC **does/does not** coordinate use of the Fleet Career Information Team (CARIT) to provide all separation interviews in accordance with reference (g).
6. The CCC **does/does not** conduct retention oriented GMT lectures.
7. The CCC **does/does not** provide briefings for Spouses Club/OMBUDSMAN.
8. The CCC can readily provide:
  - Monthly Retention Report to CO...**YES/NO**
  - List of personnel within 10 months of EAOS...**YES/NO**
  - Career Information Training Course training level...**YES/NO**
  - Date of, and action taken on, last internal Retention/Personnel Program assessment...**YES/NO**
  - Minutes of last three Retention Team meetings...**YES/NO**
  - Publications/notices/directives contained in Appendix G of reference (a)...**YES/NO**

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COMMAND CAREER COUNSELOR SUMMARY SHEET

The CCC **does/does not** have unfiltered access to the CO/XO on retention related issues.

The CCC **does/does not** submit a written monthly report of retention related activities to the CO.

The responsibilities of the CCC **are/are not** in accordance with CIPM methods.

The CCC **is/is not** on distribution for retention related message traffic and correspondence.

The CCC **does/does not** have adequate office space.

Comments:

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### III. COMMAND ENLISTED ADVANCEMENT STATUS

Provide the number of personnel in each category for the examination paygrade for the last two exam cycles.

#### 1. (Last Exam Cycle/Previous Exam Cycle)

	<u>E-4</u>	<u>E-5</u>	<u>E-6</u>
Time-in-Rate Eligible	_____	_____	_____
Completed Prerequisites	_____	_____	_____
Recommended by CO	_____	_____	_____
Participated	_____	_____	_____
Advanced	_____	_____	_____
Passed-Not-Advanced	_____	_____	_____
Failed	_____	_____	_____
Recommendation Withdrawn	_____	_____	_____
Substitute Exam	_____	_____	_____
Discrepancies	_____	_____	_____

#### 2.

	<u>E-7</u>	<u>E-8</u>	<u>E-9</u>
Time-in-Rate Eligible	_____	_____	_____
Completed Prerequisites	_____	_____	_____
Recommended by CO	_____	_____	_____
Participated	_____	N/A	N/A
Failed	_____	N/A	N/A
Selection Board Eligible	_____	_____	_____
Recommendation Withdrawn	_____	_____	_____
Advanced	_____	_____	_____

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3. Microfiche records **are/are not** obtained for all personnel going before a selection board.

4. Command Advancement Program (CAP)

a. What is the command's authorized limit for CAP?

\_\_\_\_\_

b. Who chairs the CAP Board?

\_\_\_\_\_

c. Membership composition of CAP Board:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

d. Last two convening dates of CAP Board:

\_\_\_\_\_

e. List number of nominations for last two CAP Boards:

	_____ Board	_____ Board
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E-4	_____	_____
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E-5	_____	_____
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E-6	_____	_____
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f. List last two CAP Board advancements by rating/number:

	_____ Board	_____ Board
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E-4	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
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E-5

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E-6

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Enlisted Advancement Summary Sheet

ESO **can/cannot** readily provide a listing of all personnel and their advancement prerequisite completion status.

Prior to and after receipt of exam cycle results the Commanding Officer **does/does not** receive a written report that summarizes status of personnel Time In Rate (TIR) eligible.

Advancement Handbook for Petty Officers **is/is not** available for each rating in the command's allowance.

Command General Military Training lecture series **does/does not** include training on the enlisted advancement system.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IV. PERSONNEL ENTRY SYSTEM

1. Command Sponsor Program:

a. Who is responsible for coordinating the command's sponsor program? \_\_\_\_\_

b. Training for personnel designated to be sponsors is/is not conducted.

c. The command **does/does not** explain advantages of sponsor program to detaching personnel and encourage them to communicate with their sponsor/new command.

d. Do newly reporting personnel meet with CO and/or XO within 72 hours of reporting aboard:

01 and Above	Yes/No	E7-E9	Yes/No
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E4 and Below	Yes/No	E5-E6	Yes/No
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e. The command **does/does not** use a written questionnaire to evaluate the effectiveness of their sponsor program.

f. The command **does/does not** send a welcome aboard package to all new personnel.

2. Command Indoctrination Program:

a. The command indoctrination class is addressed by the:

Commanding Officer	Yes/No
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Executive Officer	Yes/No
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Command Master Chief	Yes/No
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Command Career Counselor	Yes/No
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b. Within 90 days of reporting aboard, all personnel attend:

Navy Rights and Responsibilities	Yes/No
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Suicide Awareness Training	Yes/No
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CPR training	Yes/No
Legal briefing	Yes/No
Navy Campus briefing	Yes/No
Navy Relief briefing	Yes/No
Voter registration briefing	Yes/No
Personal financial management training	Yes/No

c. The Command Indoctrination Program is \_\_\_\_\_ days in duration.

d. Are there separation Command Indoctrination Programs based on paygrades? **Yes/No**, if yes, provide paygrade requirements, topics, and duration for each class.

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e. There **is/is not** an established method to track personnel required to attend.

f. The CO and/or XO **is/are/is not/are not** kept appraised of personnel who fail to attend.

PERSONNEL ENTRY SYSTEM SUMMARY SHEET

The command **does/does not** have a Sponsor Program that meets the minimum requirements set forth in OPNAVINST 1740.3.

The command **does/does not** conduct a Command Indoctrination Program that meets minimum requirements set forth in OPNAVINST 5351.1.

Comments: \_\_\_\_\_  
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V. COMMAND MASTER CHIEF

1. The Command Master Chief coordinates (C), is a member of (M), or chairs (CH) the following:

Command Advancement Board	C	M	CH
Professional Development Board	C	M	CH
Warfare Specialty Program	C	M	CH
Sailor of the Year Board	C	M	CH
Petty Officer/Sailor of the Month/Quarter Board	C	M	CH
Welfare and Recreation Committee	C	M	CH

2. The Command Master Chief **is/is not** involved in the ranking process for E7/E8/E9 evaluations.

3. Are Department and/or Division level retention meetings conducted? **Yes/No** Does the Command Master Chief randomly attend Department and/or Division level retention meetings? **Yes/No/NA**

4. The Command Master Chief **does/does not** interview selected personnel, recommended for retention, prior to their separation.

5. The Command Master Chief **does/does not** review the Enlisted Separation and Retention Questionnaires.

6. The Command Master Chief **is/is not** aware of when the last retention/personnel programs internal evaluation was conducted and any resulting actions taken.

7. Does the Command Master Chief provide briefings for the Spouses Club?

8. The Command Master Chief **does/does not** coordinate and/or instruct in the Petty Officer and Chief Petty Officer Indoctrination courses.

9. The Command Master Chief **does/does not** sit as a member of the Warfare Specialty qualification board.

The Command Master Chief **has/has not** attended the Career Information and Training Class since reporting aboard. (Date reported aboard \_\_\_\_\_)

The Command Master Chief **does/does not** coordinate and/or chair the Command Advancement Board.

The Command Master Chief **does/does not** coordinate and instruct in the Petty Officer and Chief Petty Officer Indoctrination courses.

Comments:

[illegible]

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VI. PROFESSIONAL DEVELOPMENT BOARD (PDB)

1. The command **does/does not** have specific written guidance covering the purpose and composition of the PDB.

2. In the past 12 months the following number of personnel have appeared before the PDB:

E9 _____	E8 _____	E7 _____	E6 _____
E5 _____	E4 _____	E3 _____	E2 _____

3. The PDB is chaired by \_\_\_\_\_.

4. The PDB members are: \_\_\_\_\_

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5. Purpose of the PDB and procedures for appearing before it **are/are not** covered in the command's Indoctrination Program.

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PROFESSIONAL DEVELOPMENT BOARD SUMMARY SHEET

The PDB **does/does not** meet on a regularly scheduled basis (i.e. weekly/monthly/quarterly/etc.).

During the past 12 months personnel in paygrades E5-E9 **have/have not** appeared before the PDB.

Written reports or minutes of each meeting of the PDB held in the past 12 months **are/are not** available.

Comments: \_\_\_\_\_  
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VII. CAREER INFORMATION TRAINING COURSE (CITC)

1. There **is/is not** an established method to monitor all newly reporting personnel and track their attendance of CITC training within six months of reporting aboard.

2. CITC classes were conducted on board during the past 12 months, \_\_\_\_\_ personnel attended.

3. \_\_\_\_\_ personnel attended CITC training, or a higher course of retention

4. CITC training levels: (less doctors and nurses)

	<u>Dept/Div Counselor</u>	<u>04 - E7</u>	<u>E6 - E5</u>
Number assigned	_____	_____	_____
Number on board longer than six months	_____	_____	_____
Number attended CITC	_____	_____	_____
Percentage on board longer than six months and have attended CITC	_____	_____	_____

5. Does the command receive any assistance from the ISIC in the conduct of CITC training? **Yes/No**

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CAREER INFORMATION TRAINING COURSE (CITC)  
SUMMARY

The command **does/does not** meet minimum CITC training requirements in accordance with CINCPACFLTINST 1040.1C/CINCLANTFLTINST 1040.1C.

The Command Career Counselor **does/does not** keep the CO advised of the CTCC training level.

Comments: \_\_\_\_\_  
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VIII. UPWARD MOBILITY PROGRAM

1. Application and acceptance information for upward mobility programs over the past 12 months:

<u>Program</u>	Majority/Minority/Women	
	Number Applied	Number Accepted
Naval Academy	_____	_____
Naval Academy Prep School	_____	_____
NROTC	_____	_____
BOOST	_____	_____
ECP	_____	_____
EEAP	_____	_____
NAVCAD	_____	_____
OCS	_____	_____
LDO	_____	_____
CWO	_____	_____

2. \_\_\_\_\_ E6 and \_\_\_\_\_ E7 have not LMET or NAVLEAD and are TIR eligible for next exam cycle.

3. Number of personnel enrolled in college level courses of study during the past 12 months. \_\_\_\_\_

4. Efforts **are/are not** made at dept/div level to identify personnel in overmanned ratings (qualified to convert to undermanned ratings) and encourage them to change ratings.

5. There were \_\_\_\_\_ STAR reenlistments and \_\_\_\_\_ SCORE reenlistments in the past 12 months.

6. There were another \_\_\_\_\_ lateral conversions in addition to the SCORE reenlistments in the past 12 months.

7. There are \_\_\_\_\_ personnel on board without a High School Diploma or GED. \_\_\_\_\_ are currently working on their GED.

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8. In the past 12 months, the following number of applications were submitted for:

	<u>TAD</u>	<u>PCS</u>
Navy Senior Enlisted Academy	_____	_____
Army Sergeant Majors Academy	_____	_____
Air Force Senior Non-Commissioned Officers Academy	_____	_____

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UPWARD MOBILITY PROGRAM SUMMARY SHEET

\_\_\_\_\_ enlisted personnel participated in college level courses of study during the past 12 months.

\_\_\_\_\_ enlisted personnel on board do not have a High School Diploma or GED. \_\_\_\_\_ of these personnel are currently enrolled in a program to obtain their GED.

\_\_\_\_\_ personnel applied for a program leading to a commission (less LDO/CWO) in the past 12 months.

\_\_\_\_\_ personnel applied/reenlisted for STAR, SCORE, or lateral conversion programs in the past 12 months.

Comments: \_\_\_\_\_

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IX. SITE INTERVIEWS

1. Evaluator should conduct group interviews with a representative cross section of Division Officers, dept/div career counselors, CPOs, and enlisted personnel. Information solicited will include, but is not limited to, the following:

Number of division officers (A) interviewed: \_\_\_\_\_

Number of dept/div counselors (B) interviewed: \_\_\_\_\_

Number of E7-E9 personnel (C) interviewed: \_\_\_\_\_

Number of E5-E6 personnel (D) interviewed: \_\_\_\_\_

Number of E1-E4 personnel (E) interviewed: \_\_\_\_\_

2. Of those personnel interviewed:

<u>Issue</u>	A	B	C	D	E
Meet CITC training requirements	_____	_____	_____	_____	_____
Attended Indoctrination Programs	_____	_____	_____	_____	_____
Received a sponsor	_____	_____	_____	_____	_____
Received Retention Reporting interview	_____	N/A	_____	_____	_____
Have received performance counseling	_____	_____	_____	_____	_____
Have been before PDB	_____	N/A	_____	_____	_____
Have been asked to reenlist by their Division Officer/CPO	_____	N/A	_____	_____	_____
Have received any type of retention interview other than "reporting"	_____	_____	_____	_____	_____

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<u>Issue</u>	A	B	C	D	E
Have been encouraged by their Division Officer/CPO to apply for a commissioning or education program	___	N/A	___	___	___
Are Warfare Specialty qualified	___	___	___	___	___
Are working on Warfare Specialty qualification	___	___	___	___	___
Have received public, personal recognition for performance	___	___	___	___	___
Feels immediate supervisor shows concern for their welfare/personal and professional growth	___	___	___	___	___
Feel their immediate supervisor appreciates their work	___	___	___	___	___
Have submitted a PRO-NAVY card	___	___	___	___	___
Have been to HARP/OHARP duty	___	___	___	___	___

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SITE INTERVIEWS SUMMARY SHEET

Of the \_\_\_\_\_ dept/div career counselors interviewed, \_\_\_\_\_ meet CITC training requirements.

\_\_\_\_\_ E9-E5 personnel were interviewed, \_\_\_\_\_ meet CITC training requirements.

\_\_\_\_\_ enlisted personnel were interviewed, \_\_\_\_\_ had not attended Command Indoctrination Program, \_\_\_\_\_ did not receive a sponsor, \_\_\_\_\_ did not receive a retention reporting interview.

Of the \_\_\_\_\_ enlisted personnel interviewed, \_\_\_\_\_ have been on board over 12 months and have not received formal performance counseling.

Comments: \_\_\_\_\_

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X. STATISTICAL DATA

1. Gross retention percentages based on the EPERS retention report:

a. Twelve months through \_\_\_\_\_ 19\_\_:

	<u>1ST TEAM</u>	<u>2ND TEAM</u>	<u>3RD TEAM</u>	<u>20+ YEARS</u>
Fleet	_____	_____	_____	_____
(COMMAND)	_____	_____	_____	_____

b. Six months through \_\_\_\_\_ 19\_\_:

	<u>1ST TEAM</u>	<u>2ND TEAM</u>	<u>3RD TEAM</u>	<u>20+ YEARS</u>
Fleet	_____	_____	_____	_____
(COMMAND)	_____	_____	_____	_____

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Listed below is a sample Retention/Personnel Programs evaluation summary sheet. This form will be provided as an enclosure, along with a completed Retention/Personnel Program Evaluation Guide, and returned under a cover letter to the evaluated command. A copy of this summary sheet shall be forwarded to the evaluator's ISIC.

(NAME OF COMMAND)

**RETENTION PROGRAM EVALUATION  
EXECUTIVE SUMMARY**

Retention representatives from (NAME OF EVALUATING COMMAND) conducted a retention/personnel programs evaluation onboard (NAME OF COMMAND), (LOCATION OF COMMAND) during the period (DATE). Following is a summary of the evaluator's comments:

STRONG POINTS

(List 1 - 5 areas of the command's retention and/or personnel programs that are considered noteworthy and should be shared with other commands or, are exceptionally strong.)

AREAS REQUIRING REVIEW OR ADDITIONAL EMPHASIS

(List not more than five areas that, in the opinion of the evaluator, are features or functions of the command's retention and/or personnel programs that require review or additional emphasis at the CO/XO level.)

Copy to:  
(Evaluator's ISIC)

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PROFESSIONAL DEVELOPMENT BOARD

1. Purpose. The Professional Development Board provides all enlisted personnel the opportunity for optimal development of their professional skills, both militarily and technically, thereby enhancing unit readiness, individual upward mobility, job satisfaction, and ultimately the retention of better qualified personnel.

2. Discussion. The Professional Development Board is intended to provide guidance and encouragement to all enlisted personnel, regardless of paygrade, which supports initiatives being taken by a member's immediate chain of command. It is to assist those who are experiencing difficulty in upward mobility, who desire assistance in their professional development, or to supplement chain of command attempts to encourage identified personnel to submit for reenlistment incentive programs, special duty assignments, educational programs, commissioning programs, or rating entry. Appearance before the PDB should be at the recommendation of a member's department/division chain of command or at the request of the member after having gone through his chain of command. Commands should establish policy which identifies specific cases that will require the involvement of the PDB (i.e. rating entry for non-designated personnel, personnel having failed consecutive advancement exams, personnel qualified but reluctant to apply for commissioning programs, E1 through E4 mandatory PDB within 6 months of reporting aboard, etc.).

3. Action. Commanding Officers/Officers in Charge shall establish Professional Development Boards. Membership should consist of those officers/senior petty officers who, because of their professional backgrounds, are best qualified to advise and provide meaningful career advice/guidance. As a minimum, the Command Master Chief, Command Career Counselor, and Department Leading Chief Petty Officer should be permanent members.